

May 21, 2007

**Re: New Revised Mandate Regarding POST Applications Requiring Agency Head Signature**

To: Whom it May Concern

I wish to inform you of a new revised mandate from the POST Council, **effective May 17, 2007**. The POST Council has heard and considered your concerns and requests regarding its prior agency head signature ruling, dated February 27, 2007, and feels that this new mandate will help make the application process much easier for all agencies involved.

Any POST applications that require the "Agency Head" signature, **must be signed by the actual agency head** (sheriff, chief, etc.) **or their designee**. Any applications that require the agency head's signature and are signed by other than the agency head or their designee will not be approved by POST or the Montana Law Enforcement Academy and will be returned to the applicant for the proper signature.

Each agency head will be allowed to **designate a maximum of two (2) designees**, other than him/herself, to sign the POST forms requiring the agency head's signature. **Prior to POST accepting any designee signatures, an original "mailed" letter signed by the agency head must be received by POST to be placed on file.** A faxed or e-mailed letter will not be accepted. The letter must **list each designee** and include the designee's **exact signature** that will be signed on the applications. **Until POST receives the letter, the agency head will be required to continue to sign the applications.** Each time there is a designee change, a revised letter showing the two (2) agency designees and their signatures must be sent. The new designee will not be authorized to sign applications until POST receives the new revised letter.

**Rubber stamp signatures will no longer be allowed under any circumstances.**

Thank you in advance for your cooperation. POST will continue to work with you in any way possible to ensure that your needs are met.

Please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

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